

April 3, 2006

Memorandum

To: Assistant Secretaries
Heads of Bureaus and Offices

From: R. Thomas Weimer /signed/
Assistant Secretary

Subject: 2006 Department of the Interior Environmental Achievement Award -
Call for Nominations (ER 06/205)
(Response Due: June 9, 2006)

I am pleased to invite nominations for the 2006 Department of the Interior Environmental Achievement Awards. These Awards recognize Departmental employees and teams as well as Departmental cooperators (contractors or outside partners) who have attained exceptional environmental achievements under the following policies and Executive Orders (E.O.s): Departmental Manual policy - *Compliance with Waste Management Requirements* (518 DM 2); *the Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling and Federal Acquisition*; E.O. 13101 - *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*; E.O. 13148 - *Greening the Government Through Leadership in Environmental Management*; E.O. 13123 - *Greening the Government Through Efficient Energy Management*, and E.O. 13149 – *Greening the Government Through Federal Fleet and Transportation Efficiency*.

The DOI Award categories mirror the categories of the White House Closing the Circle Awards administered by the Office of the Federal Environmental Executive with one exception. The DOI Awards include an additional category, Environmental Stewardship that recognizes land and ecosystem management accomplishments. Only DOI Award recipients and honorable mentions recommended by the award selection panel will be eligible for the 2007 White House Closing the Circle Awards.

The Department of the Interior Environmental Achievement Award categories are:

Waste/Pollution Prevention
Recycling
Green Purchasing
Environmental Management Systems
Sustainable Design/Green Building
Alternative Fuel and Fuel Conservation in Transportation
Environmental Stewardship

Nominations are due to Willie R. Taylor, Director, Office of Environmental Policy and Compliance by **June 9, 2006**. Descriptions of the award categories, nomination process, and evaluation criteria are included in the attachment. Questions may be addressed to Catherine Cesnik, award coordinator, at (650) 329-5186 or Catherine_Cesnik@ios.doi.gov.

Please visit the *Greening Interior* website, <http://www.doi.gov/greening/>, for more information about this and other environmental awards. I look forward to recognizing your outstanding bureau and office environmental programs and encourage you to submit nominations for the 2006 Department of the Interior Environmental Achievement Awards.

Attachment

cc: Bureau Award Coordinators
Regional Environmental Officers
Bureau Environmental & Hazardous Materials Contacts
Office of Personnel
Office of Acquisition and Property Management
Office of the Solicitor

J:/pep/shazmat/Awards_06EAA/2006.DOIEAA_CallforNominations_v1.doc:cc/lr/3/22/06
208.7877

Evaluation Criteria and Award Categories
2006 Department of the Interior Environmental Achievement Awards (EAA)

AWARD TYPES

Individual - an Interior employee

Team - may include combination of Interior and non-Interior employees

Cooperator - an Interior partner organization, which may be a contractor, a Federal/State agency, Tribal nations or organizations, or non-profit entities.

AWARD CATEGORIES

Waste/Pollution Prevention

This category recognizes source reduction practices related to the generation of non-hazardous solid wastes or hazardous wastes or pollution from a site, facility, or operation through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal. Preference will be given to nominations that include outreach programs/projects or educational efforts designed to promote the pollution prevention and waste prevention goals and objectives of E.O. 13101 or E.O. 13148.

Recycling & Electronics Recycling

This category recognizes recycling activities - including collection, separation, and processing - by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than use as fuel for producing heat or power by combustion) at a Federal site, facility, or operation. This category also seeks to recognize electronics recycling programs. Preference will be given for recycling programs that have an internal education component and/or a public outreach component designed to promote recycling at the site, facility, or operation or to promote partnerships with the surrounding community to promote recycling.

Green Purchasing

This category recognizes the most effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products at a Federal site, facility, or operation. Preference will be given to nominations that include both purchasing of recycled content products and purchasing of either environmentally preferable or biobased products. For recycled content products, this award category focuses on, but is not limited to, those products designated in the Environmental Protection Agency's Comprehensive Procurement Guidelines. For environmentally preferable products, this award category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products

or services that serve the same purpose; an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; or product testing that led to the approval and use of environmentally preferable products or services. Preference also will be given for outreach programs/projects or educational efforts designed to promote the green purchasing objectives of E.O. 13101.

Sustainable Design/Green Building

This category recognizes the most innovative Federal government sustainable design and green building projects. Nominations are limited to projects which have been completed. Nominations should address all facets of a structure/project's life cycle (i.e. encompass project design, energy efficiency, materials usage, and building operations). Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities. Preference also will be given for outreach programs/projects or educational efforts designed to promote sustainable buildings.

Alternative Fuel and Fuel Conservation in Transportation

This category recognizes programs, practices and procedures implemented in a Federal fleet that result in significant reduction in petroleum use. This includes establishment of new fuel infrastructure; methods for encouraging the use of alternative fuels; ride sharing programs; increased vehicle usage efficiency programs; hybrid vehicle or neighborhood electric vehicle acquisition and use; or any other methods your fleet uses to decrease its petroleum consumption. Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of E.O. 13149.

Environmental Management Systems

This category recognizes the most effective and innovative programs to implement environmental management systems at DOI facilities in accordance with E.O. 13148. Implementation of facility-level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should include also a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting format of raw material derivations, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision making. Preference also will be given to EMS programs that go beyond the basic compliance under E.O. 13148 and include greening goals consistent with E.O. 13101 and the Federal Electronics Challenge.

Environmental Stewardship

This category recognizes efforts that lay a foundation for and support far-reaching environmental improvements and initiatives throughout Interior and our Nation's ecosystems. Examples of such

improvements or initiatives would be in areas such as bureau operations, land management practices, technology enhancement/transfer, environmental education/training, policy making, program infrastructure development, and research.

AWARD PROCESS

Step 1: SUBMIT NOMINATIONS ON-LINE at: www.doi.gov/greening/awards.

Your bureau or office may attach additional guidelines for the submission of nominations within your organization, please follow these directions and deadlines. (Electronic submissions will be accepted on compact disk from organizations without access to the Internet. Contact Catherine Cesnik at 650-329-5186 for details.)

Step 2: BUREAU or OFFICE SCREENING. Bureau or office awards program coordinators, in coordination with environmental management staff, will have access to on-line submissions to screen nominations for completeness, appropriateness for this awards program, and for merit. Bureaus or offices are asked to forward only their seven best nominations. Note: "Cooperators" must be nominated by their partner Bureau or Office.

Step 3: BY JUNE 9, MEMORANDUM FROM HEAD OF BUREAU or OFFICE. Bureau or Office award coordinators will prepare a memorandum from your bureau or office head nominating your project to Willie R. Taylor, Director, Office of Environmental Policy and Compliance. **All nominations must be nominated by your bureau or office head to be considered for the DOI EAA.**

Step 4: EVALUATION OF NOMINATIONS BY AWARDS PANEL. OEPC convenes a panel of representatives from bureaus and offices to judge the nominations using the evaluation criteria below. The panel recommends recipients to OEPC.

Step 5: COMPLIANCE SCREENING. OEPC will confirm that recommended facilities and projects are in compliance with applicable environmental laws and regulations.

Step 6: RECOMMENDATIONS FINALIZED, ANNOUNCEMENT MADE. OEPC will forward recommendations to Agency Environmental Executive who will finalize recommended recipients and sign a memorandum announcing award recipients.

Step 7: RECOGNITION CEREMONY. The awards ceremony and luncheon are tentatively scheduled for October 2006 in Washington, D.C. Recognition includes an individual or team award presented by a high-level DOI official, a display in the Interior Museum DOI EAA case, and an article in *People, Land and Water*. Bureaus and offices are responsible for travel costs for their award recipients.

TIPS FOR WRITING A GOOD NOMINATION

The following are tips suggested by past judges.

Tip 1: Review the summaries of the past award recipients at www.doi.gov/greening/awards.

Tip 2: Use headings and bullets to separate important components of your narrative.

Tip 3: If your project falls in more than one award category, write only one nomination that demonstrates the full scope of your program, and select the closest award category.

Tip 4: If your project was a team effort, don't nominate a single individual. In the past, judges have looked askance at nominations that single out an individual, without a clear justification why that individual deserves sole recognition.

Tip 5: If your project encompasses more than one bureau or office, write one joint nomination that demonstrates the full scope of the program. Select a lead bureau or office to write and submit the nomination. Please list all member bureaus, offices, or agencies in your nomination narrative.

Tip 6: Use quantitative data whenever possible (e.g., square feet of recycled-content carpet, pounds of waste diverted from the landfill, dollar values of green contracts, etc.).

Tip 7: Submit a succinct, informative abstract of the achievement to show judges your program's key components.

Tip 8: Closely read the evaluation criteria that will be used by judges to score your nomination.

Tip 9 (For Cooperators): Clearly show your organization's relationship to the DOI project and to DOI as a whole. Explain your organization's role in the project. (Contractors should demonstrate how your company exceeded its contract requirements for environmental achievement.)

EVALUATION CRITERIA

A panel of bureau and office representatives convened by the OEPC will review and recommend Award recipients using the following four criteria.

Criteria 1: Need & Implementation

A clear, compelling environmental need for the project.

Challenges overcome to complete the project or action.

Support for Federal/Departmental/Bureau/Office initiatives, such as: environmental initiatives, streamlined procedures, sound life-cycle cost accounting, and performance measures.

Departmental and third-party audits to improve project performance.

Applicable Federal, State, and local laws, Executive Orders, Tribal codes and ordinances, and Departmental and Bureau policies were followed.

Achievement of a recognized benchmark of environmental performance may have been demonstrated by third party certification: such as the International Standards Organization (ISO 14000 series), National Environmental Performance Track, Green Seal product and service standards, and the U.S. Green Building Council Leadership in Energy and Environmental Design

(LEED) rating systems.

Criteria 2: Innovation

The project uses innovative techniques or technologies.
Project finds solutions to a common problem(s) faced across DOI.

Criteria 3: Partnering and Cooperative Conservation

Project is exemplary in applying of the Department's Executive Order on Cooperative Conservation. For example, project leaders succeeded in bringing together parties with differing resources and perspectives to share cooperatively in the work of the project and/or created sustaining relationships with your Bureau or Office that will further the parties' involvement in stewardship of public lands.

Critical project information, including rationale and results, were communicated in a variety of ways to multiple communities or stakeholders affected by or interested in the project or action, such as tribal communities, citizen organizations, townships, etc. (e.g. informative publications may have been translated into other languages for use by the public).

Criteria 4: Scope of Project Impact

Completed project contributed significantly to the improvement of the environment.
Other Interior sites or Federal entities could replicate the strategies and techniques proven successful by this project.

The project provides continuing and accruing benefits to your bureau or office.
Quantitative data shows improved performance over past years.
The project must be complete or shows several years of data/results.

For projects that won an EAA in years past, the nomination submitted this year must demonstrate a significant improvement over the previous nomination for same project.
Nominations submitted for contractors must demonstrate they have exceeded their contract's requirements for environmental achievement.

AWARD SCOPE

The Department of the Interior Environmental Achievement Award (DOI EAA) recognizes Interior employees and teams as well as Interior cooperators (contractors or outside partners) who have attained exceptional environmental achievements under the following policies and E.O.s:

- Departmental Manual - Compliance with Waste Management Requirements (518 DM 2)
- Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling and Federal Acquisition

- E.O. 13101 - Greening the Government through Waste Prevention, Recycling, and Federal Acquisition
- E.O. 13123 - Greening the Government through Efficient Energy Management
- E.O. 13148 - Greening the Government through Leadership in Environmental Management
- E.O. 13149 – Greening the Government through Federal Fleet and Transportation Efficiency
- Additionally, the Environmental Stewardship category recognizes efforts that fall outside of the above, such as land and ecosystem restoration.

The DOI Environmental Achievement Awards provide recognition internally to DOI employees and Cooperators. For a Cooperator to be eligible for consideration, their nominated project(s) must be done in partnership with DOI.

ENVIRONMENTAL COMPLIANCE

This award seeks to recognize recipients that are worthy of replication across the Department. Excellent environmental compliance is a requirement for receiving the award. There must be no current environmental compliance problems (e.g., EPA or State fines and penalties levied against a facility or open environmental audit findings) associated with a particular nomination. Therefore, Bureau Award Coordinators are required to verify that all recommended award recipients are in compliance with applicable environmental laws and regulations or that all compliance-related problems have been addressed. Likewise, by their signature on the Memorandum of Nomination, Heads of Bureaus and offices certify that there are no environmental compliance problems associated with the submitted nominations or that all compliance-related problems have been addressed. The Department reserves the right to withhold recognition from recommended recipients who are violating any Federal, state or local rules, laws, or regulations.

QUESTIONS AND OFF-INTERNET SUBMISSIONS

If you have any questions that cannot be answered by your Bureau or Office environmental award coordinator, please contact Catherine Cesnik, Office of Environmental Policy and Compliance, at (650) 329-5186 or Catherine_Cesnik@ios.doi.gov.

If you do not have internet access, you may submit your nomination on a compact disk. Contact your award coordinator or Catherine Cesnik for more information.

ENVIRONMENTAL AWARD COORDINATORS

Mar-06

Bureau or Office	Coordinator	Telephone or FAX	Email or Mailing Address
OEPC	Catherine Cesnik	650-329-5186	Catherine_Cesnik@ios.doi.gov
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